

ACCOUNTING PROCEDURE

TOPIC: Section 12--Travel 2.2	EFFECTIVE DATE: 10/18/85
TITLE: Vehicle Rental Approvals--Mandatory Use Bulletin	REVISION DATE: 8/30/02
AUTHORIZED BY: Cheryl Thompson, Deputy Director	PAGE 1 OF 14

BACKGROUND

The Uniform Travel Schedule Amounts (UTSA Section F 3.05 (4) of the 01-03 Compensation Plan) lists those requirements that must be met to allow an individual to rent a car. Effective July 1, 2002 the authorized vendor is Enterprise Rent-A-Car for rentals originating in Wisconsin. See attached State Purchasing Bulletin 15-97514-202. For rentals originating outside of Wisconsin, National Car Rental, Inc. is the authorized vendor. See attached State Purchasing Bulletin 15-97514-203 for further information.

CAR RENTAL DELEGATION

Rental of cars requires approval by the head of the department or delegated designee. This policy delegates this approval authority to Division Administrators/Office Directors, who may delegate this further. This may not be delegated further than Bureau Directors. If the Division Administrator/ Office Director further delegates this approval authority, a signed statement identifying the designee must be forwarded to Harlan Olson in the Accounts Payable/Preaudit Section - Bureau of Fiscal Services.

PROCEDURES

1. Normally, employees shall not rent cars. Exceptions require documentation of non-availability of commercial carrier services or of a lower cost, and approval by the head of the department or delegated designee.
 - a. There may be situations when state cars are not available, and public transportation is so inconvenient and costly in time that a rented car must be used.
 - b. If commercial transportation was used to arrive at the destination, a rented car shall be evaluated against other available modes of transportation.
 - c. When a "car rental" is deemed to be the most convenient and cost efficient means of transportation in a particular situation, written justification to this effect should be included along with the original paid receipt. Justification and approval should be attached to the voucher documentation.
2. A mandatory use State Procurement Bulletin provides the name of the authorized vendor and conditions when exceptions may apply. Employees should be prepared to provide appropriate identification or proof of employment by the State of Wisconsin.
3. Only the reasonable cost of compact models is reimbursable unless non-availability of this size automobile is documented by the car rental agent.
4. The State's contracts with both Enterprise Rent-A-Car and National Car Rental, Inc. include the Collision Damage Waiver (CDW) or Loss Damage Waiver

(LDW) and Comprehensive Liability Insurance for all domestic rentals. The examples listed in the procurement bulletin include Collision Damage Waiver or Loss Damage Waiver. The traveler is responsible for making sure that a foreign rental includes this provision when renting any vehicle. If Enterprise or National are unable to provide an appropriate vehicle, and the traveler uses his/her best judgment to rent another vehicle, the traveler should purchase the Collision Damage Waiver or Loss Damage Waiver for domestic rentals as well as international rentals. The Collision Damage Waiver or Loss Damage Waiver is a reimbursable travel cost.

5. Personal insurance purchased by an individual is not reimbursable by the state.
6. The employee shall reimburse the state for any personal mileage accumulated by the employee when using a rented car.
7. In order to claim reimbursement for car rental, claims that are filed must be accompanied by documentation of non-availability or lower cost than commercial carrier service. Prior approval of the appropriate Division Administrator/Office Director or delegated designee must be attached to the voucher. The original paid receipt must also be included.
8. **Refueling Fee: Per gallon surcharge if returned vehicle is not full. State employees are required to refuel rental vehicles prior to their return. The State will not reimburse its employees for the surcharge on gasoline if incurred.**

ATTACHMENTS

1. State Procurement Operating Bulletin #15-97514-202, dated June 28, 2002
2. State Procurement Operating Bulletin #15-97514-203, dated July 1, 2002

REFERENCES

Department of Employment Relations, *Uniform Travel Schedule Amounts* (UTSA),
Section F 3.05 (4)
State Procurement Operating Bulletin #15-97514-202
State Procurement Operating Bulletin #15-97514-203

CONTACTS

Harlan Olson
Accounts Payable/Billing & Collections
(608) 267-9301

Joni Fletchall
Purchasing Section
(608) 266-1161

Jean Gevelinger, Chief
Accounts Payable/Billing & Collections
(608) 266-0594

State of Wisconsin
Department of Administration
State Bureau of Procurement
DOA-3105 N(R04/96)
Wis. Stats. s.16.75

STATE PROCUREMENT OPERATIONAL

BULLETIN NO. 15-97514-202

DATE June 28, 2002

COMMODITY OR SERVICE
Rental Passenger Vehicles - In State ; 97514-10000
BULLETIN DISTRIBUTION
All Agencies and Municipalities
CONTRACT EFFECTIVE DATES
July 1, 2002 thru June 30, 2004
REFERENCE
RFB No. 27629-DW

	New
X	Replaces 15-97650-000 Dated July 1, 1999

BULLETIN SERIES

	10 Series	Mandatory	State agencies are to place orders for their requirements during the ordering period indicated and/or comply with commodity or service policy.
	14 Series		
X	15 Series		
	18 Series		
	44 Series		
	11 Series	Optional	

I. General Contract Provisions:

- A This rental car contract is for employees on official state business. The rentals must originate within and returning to the State of Wisconsin except for one way rentals. Rental vehicles may be driven out of state.
- B The vendor contract rate provides for and includes Loss Damage Waiver (LDW) or Collision Damage Waiver (CDW) with zero deductible. Insurance is for a minimum of \$300,000 combined single limit and \$25,000 per occurrence property damage.
- C The contract requires driver to be at least 21 years of age. Additional drivers must be listed on the rental agreement at the time the vehicle is rented.
- D If the vendor cannot provide a vehicle(s), the state employee must use his/her best judgement in renting an appropriate vehicle from a different vendor. If the LDW/CDW is not provided by the next appropriate vendor at no cost, then the state employee must purchase this insurance service. The state will reimburse the state employee for the total vehicle rental.
- E Emergency service may be obtained while on the road by contacting the toll free numbers provided at the time of rental.
- F Any maintenance issues should be reported immediately to a local Enterprise branch.
- G State employees must report any accident situation or mechanical failure to Enterprise.
- H Liability coverage is provided by the vendor under terms and conditions of the bid.
- I The renter understands and agrees that fifteen (15) passenger vans will not be operated or used in Connecticut, the District of Columbia, Florida, Iowa, Maine, Massachusetts, New York, Rhode Island or outside of the United States.
- J The renter understand and agree that fifteen (15) passenger vans do not meet Federal Bus Safety Standards and they will not transport children in the twelfth (12th) grade or younger, other than family members, for shool related functions.
- K The renter agrees to follow the terms of the Enterprise Rent-A-Car contract. The Enterprise Rent-A-Car contract will supercede all other agreements.

II Passenger Vehicle Rentals originating in Wisconsin; Rental will require a state employee Identification. See attachment for locations. Use the Corporate ID number for the Vehicle Class listed in Paragraph G.

Vendor: Enterprise Rent-A-Car
6514 Odana Road
Madison WI 53719
Reservations: 1-800-736-8227
Vendor Contact: Bing Kimmons
Phone: 608-833-3467 FAX 608-833-7003
FEIN: 43-1507735

Vehicle Classes (See Below)

A		B		C		D		E	
Daily	Weekly	Daily	Weekly	Daily	Weekly	Daily	Weekly	Daily	Weekly
\$33.00	\$185.00	\$35.00	\$195.00	\$36.00	\$205.00	\$39.00	\$215.00	\$58.00	\$320.00

F		G		H	
Daily	Weekly	Daily	Weekly	Daily	Weekly
\$105.00	\$590.00	\$58.00	\$320.00	\$54.00	\$320.00

Vehicle Classes: Enterprise

Class A - Compact; 4dr 4cyl, Cavalier, Neon, Escort, Focus or similar
Class B - Intermediate; 4dr 6cyl, Stratus, Grand Am, Malibu or similar
Class C - Standard; 4dr 6cyl, Impala, Taurus, Grand Prix, Century or similar
Class D - Full Size; 4dr 6cyl, LaSabre, Bonneville, Aurora or similar
Class E - 7-8 passenger Mini Van; 6cyl, Venture, Town and Country, Windstar or similar
Class F - 12/15 Passenger Vans; Ford E350, Chevrolet Express (**Restrictions apply**)
Class G - Sport Utility Vehicles; Blazer, Explorer, Envoy, Liberty or similar
Class H - Full Size 1/2 ton Club Cab Pickups; Ford F150, Chevy 4X4 ext. cab, cargo van

B. Surcharge Cities None

C. One Way Daily Rates Between City Pairs Class A Car

1. Madison/Milwaukee	\$75.00	4. River Falls/Minneapolis	\$99.00
2. Madison/Chicago	\$99.00	5. Menomonie/Minneapolis	\$99.00
3. Milwaukee/Chicago	\$99.00	6. Eau Claire/Minneapolis	\$99.00

Other One Way Rates Corporate Rates, no additional fee, State of Wisconsin only

A All Rentals: Rates include pickup and return of state employee within 10 miles of the vendor's location, or the vendor will provide parking for up to ten state employee's vehicles at rental location.

E. Foreign Rentals None

F. Refueling Fee: State employees are required to refuel rental vehicles prior to their return. The state will not reimburse its employees for the surcharge on gasoline if incurred.

G. Corporate ID Codes:

Class A	N63300	One-way Madison to Milwaukee	N63304
Class B	N63301	One-way Madison to Chicago	N63305
Class C	N63302	One-way Milwaukee to Chicago	N63306
Class D	N63303	One-way Madison to Milwaukee	N63304
Class E	NE0070	One-way Madison to Milwaukee	N63304
Class F	NE0071	One-way Madison to Milwaukee	N63304
Class G	NE0072	One-way Madison to Milwaukee	N63304

This form can be made available upon request in accessible formats to qualified individuals with disabilities. For further information concerning this bulletin contact:

David Webb, Manager
Transportation Procurement Services

Leo Talsky, Acting Dir.
State Bureau of Procur



4400 MILWAUKEE AIRPORT 6134 SOUTH HOWELL AVE MILWAUKEE, WI 53207-56114	(414)570-8400 FAX (414)570-7654 (414)570-1800	4423 WAUKESHA S17 W22650 LINCOLN AVE WAUKESHA, WI 53187	(262)544-8333 FAX (262)544-8326 EXT 263	4458 WEST SALEM 1500 WEST HIGHWAY 16 WEST SALEM, WI 54669	(608)786-1801 FAX (608)786-1802
44RC INSIDE 4400	(414)570-6400 FAX (414)570-7654	4424 MILWAUKEE AIRPORT 5300 SOUTH HOWELL AVE MILWAUKEE, WI 53207-6189	(414)294-5880 FAX (414)294-5882	4459 MADISON AIRPORT 4000 INTERNATIONAL LANE MADISON, WI 53704-3120	(608)661-4900 FAX (608)661-4902
4401 MILWAUKEE SOUTH 5207 S 27TH STREET GREENFIELD, WI 53221-3721	(414)282-7777 FAX (414)761-4685	4428 MILWAUKEE SOUTH SIDE 745 S LAYTON BLVD MILWAUKEE, WI 53215-1223	(414)385-0200 FAX (414)385-0207	4465 WAUSAU 2210 SHERMAN STREET WAUSAU, WI 54401-1701	(715)848-8799 FAX (715)842-7576 (715)842-8154
4402 RACINE 5903 WASHINGTON AVE. RACINE, WI 53406-4021	(262)886-2700 FAX (262)884-7025	4440 MADISON WEST 6514 ODANA ROAD MADISON, WI 53719-1124	(608)833-2220 FAX (608)833-7003	4466 STEVENS POINT U.S. HIGHWAY 10 EAST STEVENS POINT, WI 54481-9145	(715)341-1200 FAX (715)341-1441 (715)341-0550
4403 KENOSHA 1118 60TH STREET KENOSHA, WI 53140-4045	(262)653-8500 FAX (262)653-8505	444H BURLINGTON 941 MILWAUKEE AVE. BURLINGTON, WI 53102-1351	(262)767-9100 FAX (262)728-6652	4467 MARSHFIELD 1505 S CENTRAL / PO BOX 1148 MARSHFIELD, WI 54449-7148	(715)384-7777 FAX (715)384-7575 (715)384-7619
4404 WEST ALLIS 2555 S 102ND STREET WEST ALLIS, WI 53227-2107	(414)546-6900 FAX (414)546-6906	4441 MADISON SOUTH 960 S PARK ST MADISON, WI 53715-1834	(608)250-4020 FAX (608)255-5449	4468 WISCONSIN RAPIDS 720 EAST DALY AVE WISCONSIN RAPIDS, WI 54494-4747	(715)421-5025 FAX (715)421-5033 (715)421-5028
4406 WAUWATOSA 1826 N MAYFAIR ROAD WAUWATOSA, WI 53226-3022	(414)777-3888 FAX (414)777-3884	4442 MADISON EAST 1860 C1 E WASHINGTON AVE MADISON, WI 53704-5224	(608)242-5000 FAX (608)242-5005	4469 RHINELANDER 3620 HWY 47 N ORTH / PO BOX 595 RHINELANDER, WI 54501	(715)369-8880 FAX (715)369-8885
4407 BRAEGER CHEVROLET 4100 S 27TH STREET MILWAUKEE, WI 53221-1830	(414)325-9311	444C FAGAN 3601 E. MILWAUKEE ST. JANESVILLE, WI 53546-1487	(608)758-7100 FAX (608)758-7111	4470 APPLETON 2600 W COLLEGE AVENUE APPLETON, WI 54914-2918	(920)832-2555 FAX (920)832-2550
4408 RACINE 2320 DOUGLAS AVE. MILWAUKEE, WI 53402-4510	(262)635-5280 FAX (262)635-5283	4443 JANESVILLE 2833 MILTON AVE. JANESVILLE, WI 53545-0212	(608)758-7100 FAX (608)758-7111	4471 OSHKOSH 1245 SOUTH WASHBURN OSHKOSH, WI 54904-6724	(920)236-6777 FAX (920)236-6767
44A8 JOHNSON WAX 1525 HOWE STREET RACINE, WI 53403-2237	(262)260-4269 FAX (262)260-2648	4444 BELOIT 927 FOURTH STREET BELOIT, WI 53511-4411	(608)363-0055 FAX (608)363-0690	4472 FOND DU LAC 1133 RICKMEYER DRIVE FOND DU LAC, WI 54937-2210	(920)924-9999 FAX (920)924-3099
44A9 KENOSHA (CARMAX) 8200 120TH AVE KENOSHA, WI 53142-7334	(888)607-9898 x4447	4445 MADISON (ZIMBRICK) 1601 W BELTLINE HWY. MADISON, WI 53713-2329	(608)276-6444 FAX (608)276-6448	4473 NEENAH 790 WINNECONNE AVENUE NEENAH, WI 54956-3175	(920)720-8778 FAX (920)720-9673
4410 WAUKESHA 1560 E MORELAND BLVD. WAUKESHA, WI 53186-3913	(262)549-8106 FAX (262)549-8105	444F MADISON (LANCASTER) 3502 LANCASTER DRIVE MADISON, WI 53713-6381	(608)241-8901 FAX (608)241-3666	4474 KAUKAUNA 2929 LAWE STREET KAUKAUNA, WI 54130-9556	(920)759-1354 FAX (920)759-0368
4411 MILWAUKEE NORTH 8041 N 76TH STREET MILWAUKEE, WI 53223-3201	(414)365-0800 FAX (414)365-2568 (414)365-2563	4446 MADISON (LANCASTER) 5421 WAYNE TERRACE MADISON, WI 53718-6387	(608)241-8901 FAX (608)241-3666	4475 APPLETON W6390 CHALLENGER DR STE 219 APPLETON, WI 54914-8119	(920)832-8020 FAX (920)832-8023
4412 GLENDALE 1935 W SILVER SPRING DR #7 MILWAUKEE, WI 53209-4445	(414)540-7100 FAX (414)540-7105	4447 LA CROSSE 700 NORTH 3RD STREET LA CROSSE, WI 54601-9304	(608)785-7400 FAX (608)785-7407 (608)784-6595	4480 GREEN BAY 842 S MILITARY AVE GREEN BAY, WI 54304-2114	(920)592-8888 FAX (920)592-8899
4413 GRAFTON 1570 WISCONSIN AVE GRAFTON, WI 53024-1963	(262)375-2700 FAX (262)375-9541	4448 DELEVAN 1234 E. Geneva SL PO 592 DELEVAN, WI 53115	(262)728-6669 FAX (262)728-6652	4481 SHEBOYGAN 3035 S BUSINESS DR SHEBOYGAN, WI 53081-6521	(920)458-1414 FAX (920)451-3030
4414 MILWAUKEE DOWNTOWN 310 W WISCONSIN SUITE 130 MILWAUKEE, WI 53203-2200	(414)223-3720 FAX (414)223-3737	4450 EAU CLAIRE 2300 HWY 53 CHIPPewa FALLS, WI 54729-6323	(715)723-7200 FAX (715)720-3227	4483 GREEN BAY 2260 EAST MAIN STREET GREEN BAY, WI 54311-5307	(920)469-5262 FAX (920)469-5272
4415 WEST BEND 4117 STATE ROAD 33 W WEST BEND, WI 53095-9105	(262)335-2660 FAX (262)335-0734	4451 MADISON (AHRENS) 1200 APPLGATE ROAD MADISON, WI 53713-3220	(608) 276-6444	4484 GREEN BAY (VANS) 2821 ONEIDA STREET GREEN BAY, WI 54304-5754	(920)490-8333 FAX (920)498-0693 (920)490-8333
4416 BROOKFIELD (CREST) 4235 N 124TH ST BROOKFIELD, WI 53005-1830	(262)783-6662 FAX (262)783-6729	4452 BARABOO 628 STATE HIGHWAY 12 BARABOO, WI 53913-9232	(608) 355-7600 FAX (608) 355-7610 AGE (608)745-1555	4486 MARINETTE 1557 MARINETTE AVE MARINETTE, WI 54143-3132	(715)735-3220 FAX (715)735-3441
4417 MENOMONEE FALLS N81 W15070 APPLETON AVE. : MENOMONEE FALLS, WI 53051-3841	(262)250-3700 FAX (262)250-3705	4453 DODGEVILLE 310 EAST LEFFLER DODGEVILLE, WI 53533-2106	(608)935-7878 FAX (608)935-7879	4488 PLYMOUTH 3000 COUNTY ROAD C PLYMOUTH, WI 53073-8603	(920)892-2500 FAX (920)892-2599
4419 OCONOMOWOC 200 S SILVER LAKE STREET OCONOMOWOC, WI 53066-3723	(262)567-9900 FAX (262)560-6003	4454 WATERTOWN 14 EAST MAIN STREET WATERTOWN, WI 53094-3746	(920)206-6900 FAX (920)206-6904	4499 ADMINISTRATIVE OFFICE S17 W22650 LINCOLN AVE. WAUKESHA, WI 53187 VOICE MAIL	(262)544-8300 FAX (262)544-8310 (262)544-5330
4421 FRANKLIN (HOLZ) 6310 S 108TH STREET FRANKLIN, WI 53132-1205	(414)529-2080 FAX (414)529-5805	4456 BLOOMER 2111 WEST 20TH AVE BLOOMER, WI 54724-1913	(715) 568-3866 FAX (715) 568-3865	44R1 MILWAUKEE REFERRAL 5839 SOUTH 27TH STREET MILWAUKEE, WI, 53221-4130	(414)325-6000 FAX (414)325-6005
4422 MILWAUKEE NORTHWEST 5204 WEST FOND DU LAC AVE MILWAUKEE, WI 53216-1346	(414) 536-3600 FAX (414)536-2305	4457 PORTAGE 1350 E WISCONSIN AVE #819 PORTAGE, WI 53901-2502	(608) 745-1555 FAX (608) 745-1555	44CB MILWAUKEE CALLBACK CENTER 6134 S. HOWELL MILWAUKEE, WI 53207	(414)570-1200 FAX (414)570-7654 (414)570-1800



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state agencies

subject directory

WISCONSIN EFFICIENT



STATE OF WISCONSIN • BUREAU OF PROCUREMENT

VendorNet System

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[Search Bids/Contracts](#)**Contract
Information****Scope****Vendors****Attachments****Revision
History****VendorNet
Information
Center****Contract Information for Rental Passenger Vehicles -
Out of State****Contract Number:**

15-97514-203

Term:

July 1, 2002 - June 30, 2003

Last Revision:

August 14, 2002

NIGP Code:

(See attached documents for 11-digit NIGP codes)

97514

Cooperative Purchasing:

No

Mandatory Purchasing:

Yes

Purchasing Card:

Yes

Manager:David Webb - ADMIN.; TRANSPORTATION SERVICES

(608) 266 - 8024

david.webb@doa.state.wi.us

Quote Price and Delivery FOB:

See attached

Special Terms & Conditions/Specifications:

No

Reference:

None

Distribution:

None

Scope:

Contract Information

Page 2 of 2

This contract is for out-of-state rentals. Use Enterprise for rentals originating within Wisconsin. The State "piggybacked" on the UW's Big Ten National Car Rental contract. Listed rental rates are maximums.

Vendors:

See attached documents for vendor list.

Attachments:

[Complete Price List](#)
[Contract Document\(s\)](#)

Revision History

08/14/02 Document deleted
07/08/02 Updated contract term.

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Submit questions or comments to: vendrhl@doa.state.wi.us

15-97514-203

National Car Rental, Inc.

FOR OFFICIAL STATE BUSINESS USE ONLY

Booking Code: 5004463 (State Agencies)**5766241 (University)**

Class	U.S. Rates			Model Types
	Daily*	Weekly*	Monthly*	(Sample--Varies by Location)
Subcompact	\$ 40.00	\$220.00	\$960.00	2 dr. Sunfire, Cavalier
Compact	\$41.00	\$226.00	\$984.00	4 dr. Sunfire, Cavalier,
Mid-Size	\$41.00	\$226.00	\$984.00	Malibu, Grand Am, Stratus
Full-Size**	\$43.00	\$237.00	\$1,032.00	Lumina, Regal, Grand Prix
Premium**	\$50.00	\$275.00	\$1,200.00	Bonneville, LeSabre
Luxury**	\$57.00	\$314.00	\$1,368.00	Cadillac Deville, Park Avenue
Minivan ***	\$67.00	\$369.00	N/A	Astro, Voyager, Transport
15 Passenger Van**	\$77.00	\$424.00	N/A	Dodge Ram or similar

*Rates indicated above include unlimited mileage (exception***) and represent the maximum amount the traveler will be charged. Under National's "Best Rate" plan, State of Wisconsin/UW employees are often given lower promotional or special rates. Certain U.S. locations do not extend the U.S. Rates but will instead provide up to a 25% discount to their existing National Business Rate (NBR). All U.S. locations will apply up to a 25% discount to the NBR for vehicle classes not specified above. Tour package rates and promotional rates will not receive this discount. Reservations for rentals in certain U.S. cities during special events, major holidays, and peak demand periods may require a guarantee.

**Reimbursement for rentals of these categories of vehicles requires written documentation.

***Rates include 150 miles per day, 825 miles per week for rental transactions originating and terminating within the same rental zone (local rentals). A per-mile charge of \$.30 applies to miles over the inclusion on local rentals and on all miles driven for all one-way rentals.

Emerald Club:

Benefits - Reference to University on this website also means State of Wisconsin employees. The State of Wisconsin "piggybacked" on the UW/Big Ten contract.

Instant Enrollment

Website Reservations (receive an additional \$2.00 per day discount for booking online.

Phone Numbers:

For US and Canada: 1-800-CAR-RENT (1-800-227-7368)

For Other Countries: 1-800-227-3876

Surcharge Cities:

\$3/Day; Chicago; Detroit; Dallas, Houston;

\$5/Day-Hartford, CT; Pittsburgh, Baltimore, Washington D.C.;

\$10/Day-Boston, Philadelphia, Puerto Rico;

\$15/day-New York, New Jersey & Connecticut Metro Areas; Newark Airport;

\$21/Day-Manhattan; JFK & LaGuardia Airports. For rentals commencing in Manhattan all day Friday through 12:59 p.m. Sunday, and for rentals commencing at JFK and LaGuardia airports between the hours of 1:00 p.m. Friday through 12:59 p.m. Sunday, current published rates less a discount will apply.

Insurance Coverage:

Domestic rentals include full collision and theft insurance and liability insurance of \$300,000, combined single limit, provided the renter and any authorized driver have complied with the terms of the rental agreement.

Rentals in the following countries: Austria, Belgium, Canada, Denmark, France, Germany, Holland, Italy, Sweden, Switzerland, and United Kingdom include collision and theft insurance and the minimum required amount of liability protection as determined by the applicable laws of each country. Please note that in the case of loss or damage to the vehicle, some countries will require a deductible be paid, even though CDW and theft coverage may be included in the rate. Please confirm, at time of reservation, that the car type and rate are in accordance with this contract and includes CDW and theft protection.

Other optional coverages, such as PEC (Personal Effects Coverage), PAI (Personal Accident Insurance), SLI (Supplemental Liability Insurance), are **not** reimbursable expenses and are not included in our contracts.

Special One Way Rental Rates:

Milwaukee to/from Madison
Madison to Chicago

	Daily	Weekly
Economy, Compact, Midsize	\$41.00	\$226.00
Full Size	\$43.00	\$237.00

Unlimited Mileage, No Drop Off Charge

One Day Rentals, Lansing to/from Detroit

Economy, Compact, Midsize, Full Size - \$40.00 per day, unlimited mileage.

Special City Pairs

The following rates include unlimited mileage for rentals in the cities listed below. Applicable surcharges (see surcharge cities above) will apply.

	Daily	Weekly
Economy, Compact, Midsize, Full Size 2 and 4 door	\$57.00	\$313.00

Champaign to/from Chicago
Cedar Rapids to/from Moline
Chicago to Madison
Cedar Rapids to/from Des Moines
State College to/from Washington, DC*
JFK Airport, NY to/from State College
Champaign to/from Indianapolis
Indianapolis to/from Bloomington
Champaign to/from St. Louis
Chicago to/from Cedar Rapids
St. Louis to/from Cedar Rapids

*Includes Dulles, Reagan National and Baltimore

Other One-Way Rentals: - \$.30/mile

Eligible Renters: - All State of Wisconsin employees, Faculty and Staff of the UW and Big Ten,

interview candidates, and graduate students**** who are also full-time employees of the Big Ten.

****Graduate Student: A student on the University payroll who requires a rental vehicle for University related business and has obtained authorization from a faculty or staff member who is in a supervisory role.

The program is extended to graduate students for business rentals only. Graduate students identified at time of rental will need to provide a letter stating the purpose of the rental is business related. The letter must be on official University stationery and signed by the graduate student's supervisor.

In addition to the individuals defined herein, Eligible Renters will also include consultants and contractors of member institutions. Consultants and Contractors will be extended all rates and conditions of the Agreement as long as the University reimburses the rental in whole or in part. The traveler will be required to carry a letter from the University identifying him/her as eligible. Consultants and contractors are defined as follows:

Consultant: Any individual, including speakers and presenters, who has been retained by member institutions to provide expert or professional service, at the direction of, and for and on behalf of member institutions; whose work during the time of their National car rental is directly related to member institutions; and whose National car rental expenses are reimbursed or otherwise paid for by member institutions.

Contractor/Independent Contractor: Any individual: who has been retained by member institutions to furnish materials or perform services for member institutions at a specified price; whose work during the time of their National car rental is directly related to member institutions; and whose National car rental is directly related to member institutions; and whose National car rental expenses are reimbursed or otherwise paid for by member institutions.

Authorized Drivers: - Those listed in **Eligible Renters** above.

Additional Authorized Drivers: - An authorized driver (see definition above) who signs the rental agreement. There is no charge for additional authorized drivers.

Young Drivers: - No rentals are available for drivers under 21. Drivers/renters between the ages of 21 - 25 must either (i) present a letter of authorization signed by the renter's supervisor on official agency letterhead, which letter shall set forth the purpose of the rental and specifically indicate that the vehicle will be used for an official business function or purpose, or (ii) have and use an authorized credit card. When either the letter or the credit card is presented, the additional Young Renter charge will be waived.

Canadian Rates and Discounts:

Vehicle: SIPP (Class)	Corporate Daily Rate
Subcompact	C\$46.00
Compact	C\$46.00
Mid-size	C\$48.00
Full-size 2-door	C\$50.00
Full-size 4-door	C\$50.00

Terms and Conditions:

1. Corporate Daily Rates apply to rental transactions originating and terminating at the same National Tilden location (local rental).

Business rentals in designated C-1 locations include unlimited kilometers.

Business rentals in designated C-2 locations include a kilometer allowance that ranges from 50- to 200 kilometers, depending upon the location.

All rentals in designated C-4 locations will be assessed a per kilometer charge for all kilometers driven. Kilometers and excess kilometers will be charged at the National Business Rate (DR01).

All authorized one-way rentals will be charged the Corporate Daily Rate with a drop charge and/or kilometer charge, which will be applied to all kilometers driven.

2. Airport locations, as noted below, will assess an additional fee for each rental day. Currently these cities include, but are not limited to the following:

C\$5.00 in Regina and Saskatoon - Province of Saskatchewan

C\$5.00 in Winnipeg - Province of Manitoba

C\$10.00 in Wabush - Province of Newfoundland

These cities are subject to change without notice. Any revisions to these city differentials will be made available to the Big Ten upon request.

3. Rates are valid at all participating locations in Canada with advanced confirmed reservations, and are subject to the availability of vehicles. Reservations for rentals in certain Canadian cities during special events, major holidays, and peak demand periods may require a guarantee. Tour package rates and seasonal promotional rates may not receive the terms, conditions or discounts as specified in this Agreement.

4. Weekly rates are calculated at six times (6x) the Daily Rate; monthly rates are calculated at four times (4x) the weekly rate.
5. Standard driver and credit rental qualifications apply. Minimum rental age at most locations is twenty-one (21) for commercial travelers renting vehicles for business purposes.
6. Rates include collision coverage, but do not include taxes, governmental or airport fees, or optional charges such as refueling service charges, Personal Accident Insurance, Personal Effect Coverage, theft protection or any other optional items or services.
7. A C\$5.00 surcharge will be applied to the Corporate Daily Rate or NBR for all one-day rentals commencing on a Tuesday or a Wednesday.

Other International Rates and Discounts: In the following international areas, members of the global Interrent system will afford Eligible Renters discounts from published commercial rates as specified below:

- A. Europe - 20%
- B. Africa & the Middle East (Europcar) - 10%
- C. Japan (Nippon) - 25%
- D. Caribbean, Latin American, Australia, Pacific Basin, Asia, Puerto Rico, and Virgin Islands (National Int'l Interrent) - 15%

International discounts are subject to change without notice and may differ wherever local government restrictions limit or prohibit these discounts.

Contract Expiration Date: June 30, 2003

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